

Mayor Michelle Wu's City Internship Program – Summer 2022

June 6 - August 26, 2022

Applications due by Friday April 29, 2022

Calling everyone who wants to make Boston a better place to live, work, and thrive! Mayor Wu is looking for interns who want to support her in getting the big things done by doing the small things right. Interns will be able to help shape a stronger, innovative, more equitable Boston. Interns will have the opportunity to:

- Gain valuable professional experience in local government
- Help the City to deliver exceptional service to neighborhoods and residents
- Hone and/or find their passion for public service
- Participate in fun social events with other interns
- Interact with city officials and civic leaders in Boston

Intern Responsibilities often include but are not limited to:

- Conducting research; performing public outreach and actively participating in community meetings
- Drafting press releases, media advisories, and talking points
- Facilitating written correspondence including proclamations, certificates, and other letters
- Data entry; planning, attending, and executing events; attending board, council, or commission meetings
- Working with various internal and external offices and stakeholders at special events
- Scheduling, attending, scribing meetings across different projects, then reporting back to leadership concisely and comprehensively
- Demonstrated commitment to developing your professional and interpersonal skills

Preferred Skills

To effectively perform the duties of this role, we seek a candidate with:

- A high standard of ethics, integrity, and courage
- Demonstrated communication, interpersonal, and organizational skills
- Strong writing skills and attention to detail
- Experience with Microsoft Office and Google Suites
- A strong organizer who knows how to prioritize time-sensitive work
- Critical thinking and problem solving
- Ability to work in a fast-paced environment
- Senses of humor and urgency
- Openness to mentorship and a mindset for equity

Minimum Qualifications

- Aptitude and ability to learn
- Excitement and curiosity for public service
- Positive attitude
- Age 18 or older